

CITY OF BURBANK

LANDSCAPE SUPERVISOR

DEFINITION

Under direction, to supervise, lead, and assist employees or crews engaged in groundskeeping, landscape maintenance and construction activities in parks and other municipal properties; and perform related work as required.

ESSENTIAL FUNCTIONS

Supervises, leads and assists in the work of employees or crews engaged in a variety of landscape maintenance and construction tasks including the application of insecticides, fertilizers, and herbicides and the pruning, transplanting, and installation of ornamental plant materials; gives assignments and checks work in progress; prepares employee evaluations; maintains the landscaped areas in parks and various other municipal properties; works from plans, keeps time and other records, and prepares written reports; serves as the Division's Safety Coordinator, conducts safety meetings, and enforces safety regulations; checks equipment, buildings, tools, and maintenance of assigned areas; operates special and heavy equipment, as required; attends meetings as directed; assists contract administration as applicable to the landscape maintenance operations; responds to inquiries and complaints from the general public; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - grounds maintenance and landscape construction; a wide variety of tools and power equipment used in grounds maintenance and landscape construction; ornamental plant materials including their uses, propagation, planting, and care; the types and uses of fertilizers, insecticides, and herbicides; principles and practices of sound personnel supervision.
- Ability to - plan, schedule, and assign work; supervise and instruct employees in the proper and safe operation of tools and equipment; maintain records and prepare written reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and four years of experience in landscape construction and maintenance, gardening, nursery or similar work of a skilled nature, two years of which shall have been in a position equivalent in type and level to that of a Senior Groundskeeper in Burbank City service. **NOTE:** Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

Special Conditions & Requirements: Employees in this classification will be required to comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

License & Certificates: A valid California Class "A" driver's license or equivalent and a California Department of Pesticide Regulation Qualified Applicator Certificate at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: One year of supervisory experience.